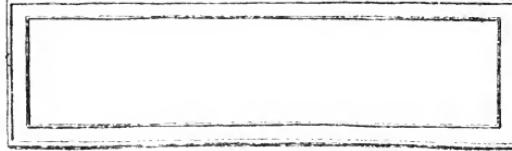
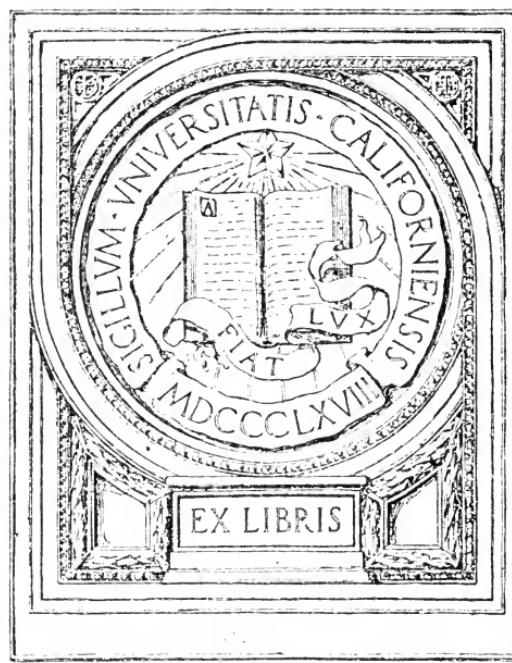


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use of the library



# THE USE OF THE LIBRARY



PREPARED FOR THE DEPARTMENT OF ENGLISH  
BY

FRANK M. BUMSTEAD  
SUPERINTENDENT OF CIRCULATION, UNIVERSITY LIBRARY



UNIVERSITY OF CALIFORNIA PRESS  
BERKELEY, CALIFORNIA

1975-1980  
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## CONTENTS

	PAGE
Preface.....	5
Reserved Book Room.....	5
Reading Room.....	6
Reference books.....	8
Reference Department.....	10
Periodical Room.....	10
Periodical indexes.....	11
The Catalogue.....	14
Main entry.....	14
Added entries.....	17
Governments, etc., as authors.....	18
Periodical entries.....	19
Analytics.....	20
Arrangement of cards.....	21
Subheadings.....	23
Classification.....	24
Classed or Subject catalogue.....	25
Call numbers.....	26
Bibliography.....	27
Kinds of bibliography.....	28
Preparation.....	29
Standard forms.....	31
Arrangement of references.....	34
List of references.....	35
Index.....	36

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# THE USE OF THE LIBRARY

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## PREFACE

The object of this syllabus is to enable the student to use the resources of the University Library intelligently, and to prevent the loss of time and energy caused by insufficient knowledge of library methods. A library has been called a storehouse of knowledge, but if one does not know how to find material in the "storehouse" it lacks value to that person. The examples cited in this syllabus apply to the University of California Library, but the general principles apply to all scholarly libraries.

## RESERVED BOOK ROOM

The Reserved Book Room is on the ground floor of the Library near the main entrance. Books selected by members of the faculty as assigned readings for their students are known as reserved books and are shelved in this room. Special collections such as those of History I, Economics I, and English I are also shelved here.

Books are grouped on the reserve shelves according to the course of instruction. A list of these groups is posted on the bulletin board at the entrance. This list gives the title and number of the course, the name of the person giving it, and the case and shelf number where each group may be found; for example,

	(Case) (Shelf)
Agriculture 201.....	Camp.....237:1-5

Since occasionally the same title is requested for reserve for more than one course, copies of the same work may sometimes be found in different locations. If the book desired is not found readily, it is advisable to consult the card catalogue in the center of the room between the first and second turnstiles. All books on reserve are listed in this catalogue. The cards are arranged alphabetically according to the surnames of the authors without regard to their initials. The titles of the books are also arranged alphabetically under the name of the author. In the upper left-hand corner of the catalogue card will be found the number of the case and of the shelf where the books are located.

To draw a book from the reserve collection, go through the turnstile and select the book from the shelves. Fill out a charge slip by writing legibly the author's name, the title, the call number as it appears on the

back of the book, and your full name and address giving city as well as street number. As you pass out the gate put your slip on desk, show your registration card, and present the book with its back toward the attendant so that the number can be readily checked.

Books for overnight use should be signed for on pink overnight slips. They may be drawn one hour before closing time and are due within an hour after the opening of the Library the next morning.

Readers are requested not to take books or handbags into the enclosure. They should also note that while books may be carried from this room to other parts of the Library, they are issued only for use in the building (except for overnight charges) and should be returned as soon as continuous reading is over. They should not be passed on to other readers or left out of use on some shelf or table while the borrower is away at class or meals. To allow most equitable use of these books each student may have only one out at a time, but he may take in addition a dictionary or an atlas.

Before leaving the Library readers should return to the discharging desk in the Reserved Book Room books drawn out, and reclaim and destroy slips. Those who do not care to wait for call slips may leave books on the return desk, but, as they are responsible for books as long as their slips remain on file, they may insure themselves against possible error by reclaiming the slips.

#### READING ROOM

The Reading Room is the large room above the main entrance on the second floor of the Library. While there are tables for general reading and study in this room, the important feature is the books it contains. There are two types of books in this collection. In the first group, which is intended for general reading, are some of the best books on various subjects including histories, travel and description, and representative works of literature. The second group is composed of reference books, that is, books intended for consultation rather than reading. A student will be well repaid for the time spent in learning how to use and become familiar with reference books. It is not sufficient for him to read about them; he needs to examine carefully and to use reference books in order to become thoroughly acquainted with them. In looking them over he should pay especial attention to the preface and the introduction. Here one usually finds a description of the scope of the work and information about particular features and form of treatment adopted, as well as explanations of the abbreviations used. The date the book was copyrighted should also be considered, as some books soon become obsolete, even though published recently. The copyright date appears on the back of the title page and is a better guide than the date of publication as

books are often reprinted with a new date of publication but without any change in the text of the book. In some reference books the value of the material is not affected by lapse of time but they may need supplementing with more recent information from some other source.

There are entries in the main catalogue for all the books in the Reading Room and to indicate those shelved there an "R" is prefixed to the call number for books in the Rowell classification and a figure "3" to the call number for books under the Library of Congress classification; for example,

R917 Warner's Library of the world's best literature

W

3-DA28 Dictionary of national biography

D4

Beginning with case one to the left of the entrance, the books are arranged along the walls of the room in call number order, those in the Library of Congress classification coming first.

#### ON SOUTH WALL:

Genealogy

European history and travel

Ancient history

Jewish history

#### ON WEST WALL:

Asiatic and African history and travel

United States history

#### ON NORTH WALL:

United States history *continued*

Mexican history and travel

Central and South American history and travel

Geography

Sports

Economics

Political science

Education

Agriculture

Technology

Philosophy

Religion

Law

General science

## ON EAST WALL:

Geology  
Zoology  
Medicine  
Chemistry  
Architecture  
Painting  
Music  
Philology and literature

## ON SOUTH WALL:

English literature  
Literary criticism  
Dictionaries of literature  
Histories of literature  
Warner's library  
Representative works of English and American authors  
Mary Lake collection; a separate collection of English and American poetry

A more detailed list by call numbers is posted on the bulletin board just inside of the entrance.

## REFERENCE BOOKS

In order to make the reference books most frequently used more easily accessible, they have been removed from their classified position in the wall cases and shelved on Cases A, B, and C, the wooden floor cases in the middle of the room behind the center desk. Lack of space prevents a detailed description of the reference books in these cases, but some of the more important ones will be mentioned. For information concerning reference books an excellent manual to consult is A. B. Kroeger, *Guide to the study and use of reference books*.

The books in Case A may be roughly divided into the following groups: bibliographies, directories and gazetteers, biographical dictionaries and yearbooks, indexes, and literary handbooks.

The bibliographies are almost entirely subject bibliographies and occupy the shelves below the ledge on the west side of the case, those pertaining to economics and history predominating.

The directories and gazetteers include the city directories of Berkeley, Oakland and Alameda, San Francisco, Los Angeles, and New York City, the *California blue book*, *Official register of the United States*, and *Lippincott's new gazetteer*.

The biographical dictionaries and yearbooks form a group of books especially adapted for ready reference and include such books as *Who's*

who, *Who's who in America*, *International who's who*, and other similar publications, *Lippincott's universal pronouncing dictionary of biography*, *Statesman's year-book*, *American year book*, *Mexican year book*, *Literary year-book*, *Whitaker's Almanack*, and *World almanac*. Special mention should be made of the following: *Who's who*, published in England, gives short biographical sketches of prominent living persons. *Who's who in America*, as its name implies, is published in America and deals only with living Americans. The *Statesman's year-book* contains up-to-date statistical and political information about the various governments of the civilized world. A word should also be said for the *World almanac*, which is packed with useful information. It has an index which is sometimes overlooked as it is almost lost in the advertisements at the front of the book.

The indexes include the *Psychological index*, *Engineering index*, U. S. Bureau of education, *Monthly record of current educational publications*, *Writings on American history*, and Royal Society of London, *Catalogue of scientific papers*.

The literary handbooks comprise a group of books that are very useful to students of English. They include books of quotations, rhyming dictionaries, lists of the "best books," lists of characters in fiction, handbooks of literary curiosities, indexes to short stories, and an index to poetry. Of these, special mention should be made of Granger's *Index to poetry*, which indexes over four hundred volumes of poetry. It is divided into three sections, an author index, a title index, and an index to first lines.

Case B contains encyclopedias and dictionaries of which the following deserve special mention.

The *New international encyclopædia*, published in the United States, presents an American point of view. It is easy to use as the articles are short, arranged under specific topics, and usually followed by good bibliographies.

The *Encyclopædia Britannica*, as its name implies, is an English publication. It is a scholarly work, the articles are longer than those in the *New international encyclopædia*, and they are arranged under broad topics, so that it is often necessary to use the index to find the material sought.

Besides the encyclopedias in the English language the more important French, German, and Spanish encyclopedias are shelved in this case.

Copies of the important dictionaries of the English language are also in this case. They include *Webster's new international dictionary*, *Century dictionary and encyclopedia*, *Standard dictionary*, and Murray's *New English dictionary on historical principles*, or, as it is sometimes called, the *Oxford dictionary*.

In addition to these, several synonym dictionaries and a few of the foreign language dictionaries are shelved here.

Case C is devoted exclusively to atlases and maps. The best historical, commercial, and political atlases are shelved here.

A few reference sets which are too large to shelve in Case A, B, or C are so important that attention should be called to them. They are *International catalogue of scientific literature*, in cases 89-91; *Index medicus*, in case 94; Warner's *Library of the world's best literature*, in case 106; *Appleton's cyclopaedia of American biography*, in case 29; *National cyclopaedia of American biography*, in case 29; *Dictionary of national biography*, in cases 7 and 8. As regards this last-named set, it should be noted that it deals only with English biography and does not include persons living at the time the set was published. To bring it up to date supplementary volumes have been issued to include the biographies of persons who have died after the completion of the work. For example, a life of Ruskin will not be found in the main work but in volume three of the first supplement.

#### REFERENCE DEPARTMENT

"The Reference Desk is at the east end of the Delivery Hall, between the Reading Room and the Periodical Room. The function of the department is to give assistance to readers in their search for information or for books. Readers should apply here for aid in the use of the catalogue or for direction in finding the resources of the library upon any subject under investigation. The Reference Department has supervision over reference books, periodicals, maps, United States government documents, university archives and publications, and the 'New Books' shelf." (University of California, *Library Handbook*.)

#### PERIODICAL ROOM

The Periodical Room is the large room on the east side of the Library adjoining the Reference Department. In this room are shelved the unbound numbers of the more important periodicals and serials received by the Library. These are grouped by subjects around the walls of the room. A chart showing the location by subjects is posted on the bulletin board at the entrance. In addition a card record showing the location of the individual magazines may be consulted at the Periodical Desk.

As noted above the periodicals in this room are all unbound. After they are bound they are shelved in the stacks with the exception of sets of some of the more general magazines which are indexed in the magazine indexes. These bound volumes are arranged in alphabetical order in the "Periodical Annex" which is entered through the doors on the west side of the room.

If a student in looking up magazine references does not find the issues desired, he should consult the card catalogue in the Delivery Hall. If

the volume wanted is listed on a card there, that indicates that it has been bound, and he should apply at the Loan Desk for it. If it is not listed on a card he should ask for it at the Periodical Desk.

After a periodical has been in the Library thirty days the unbound numbers may be drawn out for home use for a period of four days. The more recent unbound numbers and the bound volumes in the "Annex" may be drawn out only for overnight use.

#### PERIODICAL INDEXES

The indexes to general periodical literature are located at the right of the entrance to the Periodical Room. These indexes make accessible a vast fund of information which might otherwise be overlooked.

The results of original research, records of new inventions and discoveries, and articles of literary criticism usually appear in periodical form before they are elaborated into books. In addition there is found in periodicals a large amount of other material that is never collected into book form and which would be practically lost if it were not indexed. Not all periodicals are included in the indexes, and of those included, some are treated more fully than others.

The most important of these indexes are

- Poole's index to periodical literature.*
- Readers' guide to periodical literature.*
- International index to periodicals.*
- Annual magazine subject-index.*
- Subject index to periodicals.*

The idea of a periodical index occurred to William F. Poole in 1848 while a student assistant in the library at Yale University. In 1882 in coöperation with other librarians he published the first volume of *Index to periodical literature*, now commonly called *Poole's index*. This work, with its supplements issued every five years, indexed 470 different periodicals consisting of 12,241 volumes and covered the years from 1802 through 1906.

*Poole's index* is a subject index, that is, the subjects dealt with in the articles are used as headings for the entries instead of the names of the authors. There are no entries under names of authors unless an author is the subject of an article. For example, an article about Kipling would be entered under Kipling, but an article by Kipling on India would be entered under India. Stories, plays, and verse which do not deal with specific subjects are entered under their titles. "Book reviews are entered in two different ways: (a) reviews of a book which has a definite subject are entered under subject of the book; (b) reviews of a book which does not have a definite subject, *i.e.*, a novel, a work of poetry, a drama, are entered under the name of the author reviewed." The entries are alphabetically arranged under the subject or title. The

author of the article if known is given in parentheses followed by the name of the publication and the volume and page number.

Since the supplementary volumes of *Poole's index* were published only at five year intervals, the need was felt for a publication which would index the magazines soon after they were issued. In 1901 the publishers of the *Readers' guide to periodical literature* endeavored to supply this want by publishing a monthly index to the magazines most used. To avoid the necessity of looking through separate alphabets in each of the monthly indexes issued, every three months the entries in these numbers were cumulated or combined into one alphabetical arrangement, so that there were never more than three separate numbers to consult. At the end of the year all entries were alphabetically arranged in one number. This policy was so successful that it has been followed by the publishers of this index ever since. Not only are the monthly numbers cumulated, but every five years the five annual volumes are combined into one volume.

Some of the special features of the *Readers' guide* are: "(1) full dictionary cataloging of all articles, i.e., their entry under author, subject, and title when necessary; (2) uniformity of entries, owing to the fact that the work is done by a few professional indexers rather than by many voluntary collaborators; (3) use of catalogue subject headings instead of catchword subjects; (4) full information in the references, i.e., refers not only to volume and page, but also to exact date and inclusive paging, and indicates illustrations, portraits, etc." It also indexes certain books.

The *Readers' guide* does not, however, index so many periodicals as did *Poole's index*. To take care of the important periodicals that were not being indexed, in 1907 the publishers issued another index with the title *Readers' guide to periodical literature supplement*. In 1920 they changed the name of this publication to *International index to periodicals*. This follows the same plan as the *Readers' guide* except that it covers a wider field and is published bimonthly instead of monthly.

After 1906, the date that *Poole's index* ceased publication, there were many periodicals no longer indexed, as the *Readers' guide* and *Supplement* only partially covered those formerly indexed by Poole. To care for these and other useful magazines the Boston Book Company in 1908, with the coöperation of librarians, began the publication of the *Magazine subject-index*, later called the *Annual magazine subject-index*. As its name indicates, this index appears but once a year. It is a subject index, and while it indexes many general magazines it specializes on those dealing with history, exploration, travel, mountaineering, outdoor life, and fine arts. It "omits short or trivial articles, poetry, and most fiction, although continued stories and short stories by notable writers are included."

The three indexes that we have described have been published in the United States. The English Library Association in 1915 commenced the

publication of an index in which it was planned to pay more attention to and include more English publications than were covered by the indexes published in this country. The first volume of this index (1915) was called the *Athenaeum subject index to periodicals*. In order to avoid confusion in regard to the scope of the work the word Athenaeum has been dropped from the later issues. Owing to the war this index has not been published so promptly as it should be and has come out every two years instead of annually. This bids fair to be a very important index, the volume for 1917-19 indexing 580 periodicals. It is a subject index only. The "arrangement is based upon the alphabetical subject headings of the Library of Congress modified to suit English practice. Annotations are introduced when the titles of the articles insufficiently indicate their contents. Magazine fiction, verse and essays not possessing subject matter are not included."

In addition to these indexes to general literature, there are others which relate to special fields, such as *Industrial arts index*, *Public affairs information service* and *Engineering index*. Attention should also be called to the *Book review digest* and to the *Dramatic index*.

The *Book review digest*, first published in 1905, is a monthly index and digest of selected book reviews taken principally from the general magazines and not as a rule from the special and technical journals. The entries are arranged alphabetically under the name of the author of the book reviewed with a subject and title index, and include quotations from some of the reviews. Symbols are used to indicate the type of review, a plus sign signifying a favorable review and a minus sign, an unfavorable one.

The *Dramatic index*, first issued in 1909, was bound with the *Annual magazine subject index* for several years, but is now issued separately. This is "an annual subject index to all articles about the drama, the theater, actors and actresses, playwrights, librettists, managers, etc., to all synopses of plays, and to all stage and dramatic portraits, scenes from plays and other theatrical illustrations contained in about 150 English and American periodicals, and to texts of plays whether published in book or magazine form. Magazine articles are entered under subject only, texts of plays are entered under title or under the form heading "dramas" with cross reference from author, costume portraits are entered under both the actor and the character . . . Kept to date by the quarterly indexes in the Bulletin of bibliography."

In using the indexes it should be borne in mind that many of them are subject indexes only and do not have author entries. Time may often be saved therefore by looking first under the subject. If nothing is found under the first subject consulted, some closely related heading should be looked up, where material will probably be found or at least a reference to the heading under which that subject is entered. If it is the intention

to get all the references dealing with the subject in hand, it is advisable before copying any to get a general idea of the scope and method of treatment in the Indexes by glancing over some of the references given and seeing how they are subdivided and also noting related headings. For example: The general subject Aeronautics is subdivided into several sections such as Accidents, Laws and regulations, Study and teaching, Military, etc. Following the italicized "see also" will be found other headings under which material is entered, as: Aeroplane motors, Aeroplanes, Aviation, Balloons, Gliders, etc. After deciding upon the headings to be consulted it is a good plan to copy them in alphabetical order and to look in each index under all these headings using the latest index first and working back from those of more recent date to the earlier volumes.

The abbreviations of the names of periodicals used in an index are usually found at the front of the index. Aside from those for names of magazines a few of the more common abbreviations used are:

n. d.	no date.
n. s.	new series.
il.	illustrated.
bibliog.	bibliography.
por.	portrait given.
pp.	pages.
rev.	review; indicates that the article quoted is a book review.

The following is a typical entry:

Aeronautics.

Unsolved problem of human flight, A. Post. il. Outing 61:63-75,  
O. '12.

This means that an illustrated article by A. Post with the title "Unsolved Problem, etc." will be found in the Outing magazine, volume 61, pages 63 through 75, which was published in October, 1912.

### THE CATALOGUE

The Public Catalogue is a guide and an index to the contents of the Library. The information is put on cards in order that the catalogue may be kept up to date by the insertion of cards for new books as they are added to the Library. This catalogue is on the second floor at the east end of the Delivery Hall. There are two parts to it, the Main or Dictionary Catalogue and the Classed or Subject Catalogue. The latter, which comprises but a small portion of the Public Catalogue, will be discussed later in this syllabus.

#### MAIN ENTRY

The Main Catalogue lists all the books in the Library and gives bibliographical information about them, so that the reader may gain some idea about the books and make a tentative selection from the catalogue before

consulting the books themselves. When a card describing a book is made for filing in the catalogue the process is called making an entry. The wording at the top which determines where the card shall be filed is called the heading. Usually several entries under different headings are made for each book. The "main" entry is the card which contains the complete information about the book, and is usually filed under the name of the author. The other entries which may be made are called "added" entries. There are several of these, the more common being the subject entry and the title entry.

On the main card will be found the call number, the full name of the author, the title of the book, the imprint, and the collation. The imprint consists of the items ordinarily printed at the foot of the title page, comprising the name of the publisher and the place and date of publication. The collation is the descriptive information which specifies the number of volumes, pages, illustrations, plates, and maps that constitute the work. The height in centimeters is also included.

Following the collation, notes are frequently added giving the name of the series, information about revised editions, and other items of interest, and in some cases the table of contents.

The wording of the title is usually an exact copy from the title page of the book. In case the title is so long that it is necessary to abbreviate it, three dots . . . are used to indicate an omission. If information is supplied which does not appear on the title page, this is enclosed in brackets [ ]. The date of birth and, if no longer living, of death of the author is usually written after his name to differentiate him from others of the same name. If the Library has more than one copy of a book, or if it has different editions, those facts are noted also.

Upon examination of the catalogue it will be found that some of the cards are typewritten and others printed. Most of the printed cards are obtained from the Library of Congress, which prints cards for its own books as catalogued and keeps a supply on hand for sale to other libraries. It does not, however, print cards for all books published.

When the card is printed it is possible by using different sizes of type to get more information in the same space than on a typewritten card. As a result the printed card generally contains more information than the typewritten one. In the matter of use, however, there is no distinction to be made between a printed and a typewritten card.

The items at the very bottom of a printed card, after the notes and table of contents, are intended primarily for use by persons making cards for the catalogue, or else they apply to books in the Library of Congress. The card number, or serial number as it is called, assigned by the Library of Congress for use in ordering duplicate cards is printed in the lower right-hand corner.

The following copy of a typical card illustrates many of the points mentioned above.

Z1009<sup>1</sup> Winsor, Justin,<sup>2</sup> 1831-1897.

W7 . . . A bibliography of Ptolemy's geography.<sup>3</sup> By Justin Winsor. Republished from the Bulletin of Harvard university [no. 24-29, 1883-84], Cambridge, Mass., University press: J. Wilson and son, 1884.<sup>4</sup>  
cover-title, 42 p. 25<sup>cm</sup>. (Harvard university. Library. Bibliographical contributions, no. 18)<sup>5</sup>

"An annotated list of editions of the original and augmented texts and translations, and of Wytfliet's Continuation, with particular reference to the development of early American cartography; and with an enumeration of copies in American libraries."<sup>6</sup>

Data furnished for each title: Description; maps; copies; references [to authorities]

1. Ptolemaeus, Claudius. Geographia—Bibl. 2. Maps, Early—Bibl.<sup>7</sup>

Library of Congress<sup>8</sup>

— — — Copy 2.

Z6002.W77

2—206209

<sup>1</sup> Call number.

<sup>4</sup> Imprint.

<sup>7</sup> Information for cataloguers.

<sup>2</sup> Author.

<sup>5</sup> Collation.

<sup>8</sup> Library of Congress copies.

<sup>3</sup> Title.

<sup>6</sup> Notes.

<sup>9</sup> Card number.

Two long dashes — — indicate a repetition of the name of the author and the title of the book, as in this example:

HG1601 Kniffin, William Henry, 1873-

K6

The practical work of a bank; a treatise on practical banking which aims to show the fundamental principles of money; the practical work of a bank in detail, and particularly, credit in its relation to banking operations, by William H Kniffin, jr. . . . New York, The Bankers publishing company, 1915.

vii, 621 p. illus., fold. tab., forms (1 fold.) 25<sup>cm</sup>. \$5.00

HG1601

K6

1919

— — — 5th ed. (rev.) 1919. xi, 604 p.

1. Banks and banking. i. Title.

15—20406

Library of Congress

HG1601.K6

— — — Copy 2.

Copyright A 411925

If the Library has several copies of a book which are kept in different departments, separate cards may be filed for the additional copies. For this reason it is advisable to look at a few cards both before and after the first entry found for the book desired, as other copies may be available. If all the information necessary can not be put on one card, the entry is continued on one or more additional cards.

#### ADDED ENTRIES

Added entries, under subject or title, offer a means of finding books when the names of the authors are not known to the reader; added entry cards do not always contain so much information as the main card, especially if they are typewritten. A subject entry is one which has for a heading the subject dealt with in the book. Subject entries bring all cards on the same topic together in the catalogue, thus enabling one wishing information on a particular subject rather than a certain book, to ascertain the resources of the Library on that subject.

Entries under different subject headings are frequently made for the same book in order to bring out the more important topics dealt with. Take for example the book by Robert R. Marett, *Anthropology and the classics*. Entries are made under the headings,

Anthropology  
Classical philology  
Picture writing

The headings on the subject cards are typed in red and the edges of the cards reddened to distinguish them from other cards.

Title cards are made chiefly for works of fiction, poetry, and drama. But other books having entries made under the subject do not require title cards, and such cards are therefore not included in the catalogue unless the book has a very distinctive title. For instance, Ratzel, F. *The history of mankind* has subject entries under Ethnology and under Anthropology, but no title card. On the other hand, Mathew, J. *Eaglehawk and crow; a study of the Australian aborigines*, because of the distinctive title has an entry under it in addition to the subject entry under Ethnology-Australia.

Added entry cards are usually made for filing under the name of the editor, compiler, or translator of a book. In making added entries the heading is written at the top of the card just above the author's name.

## GOVERNMENTS, ETC., AS AUTHORS

Governments, institutions, and societies, as well as individuals, are authors. Governments are considered as the authors of their official publications, so that all publications issued by a country, state, city, or town will be found under its geographical name, with the name of the department, bureau, commission, etc., responsible for issuing it as a subheading. For example, any one wishing to consult the reports of the Interstate Commerce Commission, which is a federal body, would find the entry under U. S. Interstate Commerce Commission. Or if the reports of the Railroad Commission of California were wanted, this being a state commission, the entry would be found under California Railroad Commission. Other examples are:

California. Débris Commission

Gt. Brit. Parliament

New Jersey. Legislature

U. S. Census Office

U. S. Geological Survey

Institutions as authors include colleges, universities, libraries, museums, churches, hospitals, asylums, prisons, botanical and zoological gardens, and similar bodies. National or state institutions in which the name of the country or state forms a part of the name of the institution are entered under the name of the country or state.

Examples:

State Library of Massachusetts.

University of Wisconsin.

are entered

Massachusetts. State Library, *Boston*.

Wisconsin. University.

Publications of college and university libraries, museums, and observatories are entered under the name of the college or university.

Example:

Harvard University. Peabody museum of American archaeology and ethnology.

American and British institutions with names which begin with a proper noun or adjective are entered directly under the first word of that name.

Examples:

British museum.

Golden Gate Park museum.

John Crerar library, *Chicago*.

Leland Stanford Junior university.

Smithsonian institution.

Yale university.

As a general rule the entries for all other institutions will be found under the name of the place where the institution is located, as

Berkeley. Public library.

Los Angeles. Chamber of commerce.

Oakland. Bank of savings.

San Francisco. Mechanics institute.

Entries for societies and associations are found under the complete or official form of their name, as

Academy of natural sciences of Philadelphia.

American historical association.

English dialect society.

National educational association.

Philological association of the Pacific Coast.

Philosophical society of Washington.

#### PERIODICAL ENTRIES

Periodicals and serials as well as books are listed in the catalogue. Periodicals are entered under their titles, newspapers under the name of the city in which they are published, and serials under the name of the government, institution, or society which publishes them. Serial publications are issued with such titles as annual report, bulletin, journal, memoirs, proceedings, report, transactions, or foreign equivalents such as abhandlungen, acte, annales, archiv, berichte, comptes rendus, jahrbuch, jahresberichte, procès-verbal, revista, and zeitschrift. These are always entered under the name of the society or other body responsible for them and not under the words bulletin, journal, etc. On the other hand magazines that are not issued by a society or institution, having titles beginning with such a word as journal, bulletin, archiv, etc., are of course entered under the title.

Only bound volumes of periodicals and serials are listed in the catalogue, the volume numbers and the dates covered by them being written as a part of the collation. It will be noted, especially in the case of reports, that two series of dates frequently occur on the cards. The dates immediately following the volume or report numbers indicate the period covered by the reports; in the next line the dates are those of publication.

A dash between numbers indicates a consecutive numbering and its use in a periodical entry signifies that the Library has all the volumes between and including the numbers given. A comma between numbers

indicates a lack of consecutive numbering and signifies that the Library has only the volumes represented by the numbers. Example of a typical entry for a periodical:

AP4	The English review, v. 1-27, 29-31
E523	Dec. 1908-Dec. 1918, July-Dec. 1920
	London, Duckworth & Co. 1908-1920
	30v.

If on examining an entry it is found that the volume wanted is not listed on the card, application for it should be made at the Periodical Desk, as the unbound numbers are kept in the Periodical Room.

#### ANALYTICS

Separate articles in the magazines or periodicals are not as a rule represented in the catalogue. Certain articles, however, because of their importance or for other special reasons have entries made for them. These entries are known as analytics or analyticals and may be made under the author, subject, or title. In an author analytic the name of the author and the title of the article are given first, followed by the name of the periodical or serial in which the article was published, together with the volume and page number. Subject or title analytics are made in the same manner with the addition of the subject or title heading at the top of the card, as in the example following under Treaties. Analytical entries are also made for books bound together or in collections and for bound volumes of pamphlets.

Examples:

682c	Hart, Walter Morris.
M6	
v. 23	The Reeve's tale; a comparative study of Chaucer's narrative art.

Modern language assoc. Pub. v. 23, p. 1-44.

H31	Crandall, Samuel Benjamin.
C7	. . . Treaties, their making and enforcement, by Samuel B. Crandall. New York, The Columbia Univ. Press, 1904.
v. 21	(Studies in history, economies and public law, vol. 21 no. 1)

## Treaties.

Crandall, Samuel Benjamin.

. . . Treaties, their making and enforcement, by Samuel B. Crandall. New York, The Columbia Univ. Press. 1904.

H31

C7

v. 21

(Studies in history, economics and public law, vol. 21, no. 1)

920

B232 Fielding, Henry, 1707-1754.

v. 19-21 The history of Tom Jones, a foundling. [Lond. 1820].  
3v. 17 cm. (In Barbauld Mrs. [A. L. (Aikin)] ed. The British novelists, v. 19-21)

Dryden, John, 1631-1700.

All for love. (In Inchbald, v. 6 (2 cops); Lond. stage,  
v. 3; Pm. drama, v. 11; Brit. drama, 1832, v. 2; Scott, Mod.  
drama, v. 1)

The use of analytical cards brings out the resources of the Library. For instance, the entry for Dryden, *All for love* makes available six copies of this drama which would be lost sight of in the collections in which they were published were analytical entries not made. It will be noted that this entry has no call number because in earlier years it was the practice of the Library to omit call numbers from analytical entries and to abbreviate the titles of collections. However, all analytical entries made in recent years have call numbers; but in case entries are found without them it is necessary to look under the entry for the periodical or collection in which the desired work was published in order to get the call number. In order to obtain the six copies of *All for love* it is necessary to look up call numbers under

Inchbald (British theatre).

London stage.

Pamphlets on drama.

British drama.

Scott, W. Modern British drama.

## ARRANGEMENT OF CARDS

The arrangement of the cards in the catalogue is alphabetical, as in a dictionary or encyclopedia. Every letter in the word counts. For instance, a card with the heading Browne comes after all those with the heading Brown. Separate words are alphabetized separately and not mingled with

longer words that have the same sequence of letters; that is, similar *words*, not *letters*, are the units considered. For example, New York precedes Newton instead of standing between Newton and New Zealand. Hyphenated words are treated as single words. In general the heading at the top of the card is sufficient to determine its place in the catalogue, but if two headings are the same then the words below are used for differentiation.

The articles "a," "an," and "the" and their equivalents in foreign languages are disregarded in alphabetizing when they occur at the beginning of an entry or title, but never when they are used elsewhere. This does not apply to articles that have become part of a personal name as "Le Sage" or "La Fontaine."

Proper names which begin with M', Mc, St. and Ste. are arranged as if spelled Mae, Saint and Sainte.

While the arrangement of the cards is alphabetical, a few modifications should be noted. Words which contain the umlaut vowels ä, å, ö, ø, and ü are alphabetized as though written ae, aa, oe, oe, and ue.

When the same word or words occur in different kinds of headings the following order is observed: (1) author, (2) subject, (3) title. For example we have

1. Napoleon as an author heading,
2. Napoleon as a subject heading,
3. Napoleon as a title, arranged in this order.

When the same word represents a person or a place or thing, the *person* comes first.

Thus we have

Washington, George (a person), preceding  
Washington, D. C. (a place).

In the case of classical writers and modern authors who have written many books a strictly alphabetical arrangement is abandoned. Cards for complete or collected works of an author are filed in chronological order by date of publication. These are followed by the individual works or separate books arranged alphabetically by the best known title, the entries under each title being arranged chronologically by date of publication; those in the original language first, followed by translations. The translations are grouped alphabetically by the language of the translation, those translated into English coming before the French and those in French in turn before the German. Commentaries on an individual work follow that work, but criticisms and books *about* an author follow all entries for books written *by* an author. An examination of the catalogue entries under Dante or Shakespeare will help to make this clear.

## SUBHEADINGS

As the punctuation marks used in the headings materially affect the arrangement of cards in the catalogue, it is essential that the principles underlying their use be understood. The period is used to indicate subdivisions of the headings in author entries; and when the wording in the headings is similar, it helps to bring out the distinction between author and title entries. The subheadings are considered as explanatory and are usually arranged alphabetically under the heading. They are disregarded when the main headings are arranged, as in the following:

California. Redwood Park commission. Report.

California. State library. Bulletin.

California academy of sciences. Proceedings.

This is the correct order because *California*, the author in the first two entries, precedes alphabetically *California academy of sciences*, the author in the third entry. The phrases, *Redwood Park commission* and *State library*, differentiate the state offices, but do not enter into the problem of arrangement by main headings. The following may be cited to illustrate how the period brings out the distinction between an author entry and a title entry.

Columbia university. Teachers college.

Columbia university contributions to oriental history and philology.

In the first heading the period signifies that *Columbia university* is the author with *Teachers college* as a subhead; and as noted above subheadings are ignored in alphabetizing. The absence of the period in the second heading indicates that this is a title entry and all the words count in determining the arrangement. The first two words are the same in both entries, but the word *contributions* is the next unit to be considered and this throws it after the first entry. A further examination of the entries in the catalogue under California and under Columbia university will help to make this clear.

A dash is used in subject headings to indicate subheadings or subdivisions of the subject under consideration. When there are many entries under one subject it makes for clarity if they can be subdivided. The subheadings are usually in alphabetical order under each subject, although in some cases the order may be chronological. The following entries illustrate the use of the dash.

Russia.

Russia—Bibliography.

Russia—Description and travel.

Russia—Economic conditions.

Russia—Foreign relations—China.

Russia—Foreign relations—Great Britain.  
Russia—History.  
Russia—History—To 1800.  
Russia—History—1801–1900.  
Russia—History—1894–1917.  
Russia—History—1917—(Revolution).  
Russia—Navy.  
Russia—Social conditions.

In certain subject headings it is advisable to have the entry filed under the most important word in the heading. In order to accomplish this the less important words are inverted, that is, transposed, so that they come after rather than before the key word. A comma is used to indicate inversion and usually it denotes a subdivision under the subject as well. For example,

California, Lower.  
California, Southern.

This is known as an inverted heading and is arranged after all the other subdivisions for an author or subject.

Parentheses ( ) are used in a heading to show the sense in which the preceding words are used, and the word enclosed is disregarded in the alphabetizing; as for example in the following:

Cold (Disease).  
New York (State).  
New York (City).

#### CLASSIFICATION

Classification has been defined as "the putting together of like things," and a library classification is "the putting together" of books on the same subject. At the present time there are two systems of classification in use in the University Library, the Rowell and the Library of Congress systems.

All books were formerly classified according to the Rowell system, but as the Library grew need was felt for a more detailed scheme and it was decided to reclassify according to the system used by the Library of Congress. The work of reclassification is now in progress.

The Library of Congress system employs a notation made up of a combination of capital letters and figures. For example,

H is the letter assigned to economics.  
HE is the subdivision for transportation.  
HE945 is the class number for books dealing with ocean steamship lines.

In the Rowell system the class number is composed of figures only, except that in a few cases subdivisions of a class are indicated by adding lower-case letters to the figures. The subjects that have been reclassified according to the Library of Congress classification are:

- C Auxiliary sciences of history (archaeology, numismatics, epigraphy, biography).
- D General history.
- DA-DR European history.
- DS Asiatic history.
- DT African history.
- E American history.
- F Local American history.
- G Geography, anthropology, sports and games.
- H Social sciences, economics.
- J Political sciences.
- L Education.
- S Agriculture (in process).
- T Technology.
- U Military science.
- V Naval science.
- Z Bibliography and library science.

The following are still under the Rowell system:

- 1-15 Philosophy.
- 16-51 Religion.
- 289-299 Law.
- 333-478 Science.
- 480-505 Medicine.
- 600-681 Fine arts.
- 682-999 Philology and literature.

#### CLASSED OR SUBJECT CATALOGUE

Subject entries are not made for the books classified under the Rowell scheme. The place of the subject entry is taken by a separate catalogue in which the cards are arranged by subjects according to the classification number rather than alphabetically by subject word. This is the Subject or Classed Catalogue and it occupies the last two sections of the card cabinets housing the public catalogue. As a substitute for the subject entries until such time as the books now under the Rowell scheme are reclassified, blue cards have been inserted in the Main Catalogue, referring to the class numbers in the subject catalogue under which cards may be found for books on these subjects.

Books on subjects not yet reclassified may also be located through the Index to the Classed Catalogue. For example, a person wishing books on journalism looks in the Index and finds that 914 is the class number for journalism. Turning to the tray bearing this number, he will find entries

for all books in the Library on this subject. Copies of the Index to the Rowell Classification, in book form, are kept on the table in front of the Classed Catalogue.

#### CALL NUMBERS

The call number is the symbol that stands for a book in all the records, and it is used in locating a book on the shelves. It is made up of the class number and the book number, the latter determining its specific location within the class. The call number is written in the upper left-hand corner of the catalogue cards. The number of volumes in a set is noted on the body of the card just after the title. Because of limited space, the number of volumes in a set is not included in the call number as it appears on the catalogue card, but the number of the specific volume desired should be added to the call number when copied on the call slip.

In the case of translations, it is sometimes difficult to tell from the catalogue entry the language in which a book is printed. For the classics and the modern languages the fact that a book is a translation is indicated by the inclusion in the call number of the capital letter of the language into which it is translated. For books translated into English a capital E forms part of the book number, if translated into French a capital F

845

is used, etc. For example, the call number 114 is for Ibsen's Brand published in the original Norwegian. A translation of this into English has the call number 114  
845  
bEg.

On some of the cards rubber stamp notations appear as part of the call number. They help determine the location of the book and should be copied when writing the call number.

Many books because of their value for reference use, their rarity, or for other reasons, are non-circulating, that is, are not available for home use. A single \* or double \*\* star below the call number indicates books upon which this restriction is placed.

On still other cards there is no call number, but only the rubber stamp notation; this generally indicates restricted circulation of some kind. The more common of these stamps are:

- (1) Those that refer to books in departments or branches of the University. For example, the stamp Physics department, Medical department, Zoology department, or University Farm, indicates that the book is in the department named and that application for it should be made to that department.
- (2) Periodical Room This indicates that the book is kept on open shelves in the annex to the Periodical Room. This annex houses periodicals and serials arranged alphabetically by title. The catalogue contains many

analytical cards for articles in these volumes, especially articles in the publications of the U. S. Bureau of Education, which are shelved here.

(3) Reclass This stamp indicates that the book named on the card is in process of reclassification and is not available for home use. It may be consulted in the Library, however, if a call slip is made out as usual but with the word "Reclass" and the accompanying initials copied in place of the call number.

(4) Archives The Archives is the collection of material about the University, together with its publications and the writings of members of its faculty. The material in this collection is non-circulating, but the General Library contains other copies of the more important books.

(5) Calif. Fiction Collection Not For Use This is a collection the Library is endeavoring to build up for historical purposes of books written by Californians or with a California setting. While these books are not for use, their entry in the catalogue is valuable to any one working on California literature. As a rule there are other copies of these works for circulation, and if the cards just before or after them are examined the call number for the circulating copy can be found.

In order to get a book after finding an entry in the Catalogue for it, it is necessary to fill out a "call slip" and present it, together with the student's registration card, at the Loan Desk. If the book is wanted for consultation in the Library, a white "Library Use Slip" should be filled out, but if it is to be taken out of the building a brown "Home Use Slip" should be used.

The borrower's full name and address, including city as well as street number, should appear on each call slip. Care should be taken to make out slips accurately and legibly, as more mistakes are due to poorly written and inaccurate call numbers and signatures than to anything else. In copying the call number take special pains to copy it as it is written. If the letters are capital letters they should be copied so, if small letters do not make them capitals.

#### BIBLIOGRAPHY

The term bibliography, like many other words, has undergone a transition in meaning. It originally meant the copying or transcribing of books. After the invention of printing the increase in the number of books was so great that by the end of the 18th century books were written devoted entirely to the description and history of books, especially of Incunabula, i.e., books printed between 1445 and 1500. Bibliography then came to mean a knowledge of or a description of books. While the authors and subjects of the books received some attention, special emphasis was laid

on the date of publication, distinction between editions, the typographical make-up and physical condition of the books, and their history, rarity, or value as literary curiosities.

While this meaning of the term still exists, common usage now defines bibliography as a list of writings by or about an author, or a list of books and articles on a particular subject.

#### KINDS OF BIBLIOGRAPHY

The more common types are author bibliography, subject bibliography, trade bibliography, and general bibliography.

An author bibliography is a list of books and articles written by a particular author, or it is a list of books and articles written about him. As, for example,

W. F. Prideaux, *A bibliography of the works of Robert Louis Stevenson, a new and revised edition, edited and supplemented by Mrs. Luther S. Livingston.* 1917.

Merle Johnson, *A bibliography of the works of Mark Twain, Samuel Langhorne Clemens.* 1910.

The arrangement of the wording as it appears on the title pages of the books is indicated in some bibliographies by enclosing between upright dashes the words that form the separate lines on the title page. As, for example,

Adventures | of | Huckleberry Finn | (Tom Sawyer's Comrade).|  
Scene: The Mississippi Valley. | Time: Forty to Fifty Years Ago.|  
By Mark Twain. | With One Hundred and Seventy-four Illustrations.|  
New York: | Charles L. Webster and Company. | 1885.

A subject or as it is sometimes called a special bibliography is a list of books and articles about a given subject. As, for example,

L. J. Paetow, *Guide to the study of medieval history.* 1917.

W. B. Munro, *Bibliography of municipal government in the United States.* 1915.

Trade bibliography is the term applied to publishers' catalogues, the lists that appear weekly, monthly, and annually of the new books published, records of book auction prices, secondhand book catalogues, and other similar publications which are intended primarily for the book trade and which in addition to the usual information about the publisher, place and date of publication give the sale price of books. As, for example,

*The Publishers' weekly.*

*The United States catalog supplement: books published 1912-1917.*

*Cumulative book index . . . of books published June, 1919-June, 1920.*

"A general bibliography is a list of books not limited to those of any period, locality, subject, or author." As, for example, the British Museum's

*Catalogue of printed books.* Another excellent example of this type is the "Union Depository Catalogue." This is a catalogue filed in the cases in the south corridor on the second floor of the Library. It is composed of author cards for books in the Library of Congress and such cards as have been printed by the John Crerar, Harvard University, University of Chicago, University of Michigan, and Newberry libraries. The periodical indexes previously described are another form of general bibliography.

A further distinction is usually made between complete bibliography and selected bibliography. "A bibliography is never absolutely complete, but it is called a complete bibliography when the compiler has attempted to include all the literature within the defined limits of his subject. A selected bibliography is one which includes a portion of the literature of the subject, selected from the whole literature because of greater value or special suitability for a given use. A reading list is a still more closely selected bibliography designed to give advice as to reading on a given subject and usually supplied with critical notes."<sup>\*\*</sup>

The value of a bibliography lies in the fact that it lists in one place information from many scattered sources, and its use saves much duplication of effort. It is useful in verifying titles and enables one who is looking up doubtful references to know what books are available. If information on a certain subject is desired a selective bibliography will point the way to the most useful articles. To a person doing intensive research work in any field the bibliographies already compiled are of great assistance as a guide to the work that has already been done and as a starting point from which to gather further material.

#### PREPARATION

Students are frequently required to compile a bibliography either as a preliminary to the writing of a paper or to show what authorities they have consulted in writing one. To compile a bibliography, get some idea of the subject to be covered, read about it in the encyclopedias and periodicals, and then define and limit its scope. After this is done begin the collection of references starting with the entries in the card catalogue of the Library. Get the books listed on the subject, examine them carefully, being on the lookout for references to new material that they may contain either in footnotes or in bibliographies. List the references found in encyclopedias, look over other bibliographies and indexes on the same and allied subjects, consult the periodical indexes, and the indexes to articles in books such as the American Library Association, *Index to general literature*. Make note of all the references found; the most convenient method for future use is to copy them on cards, a reference to a card.

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\*I. G. Mudge. Bibliography (Preprint of Manual of library economy, chap. 24), p. 5.

Next examine the books or articles called for to see if they are of value and if they come within the limits set for the bibliography. To be useful a bibliography must be accurate and it is a cardinal point of modern bibliography not to include references that have not been examined by the person compiling the bibliography.

In order to make a bibliography easier to use, the name of the author of an article is usually written on a line by itself and the rest of the entry indented under it. In some cases in order to save space, the title follows directly after the name of the author with all but the first line indented. As, for example,

Foster, John W.

A century of American diplomacy, being a brief review of the foreign relations of the United States 1776-1876. Boston, Houghton, 1902.

or

Foster, John W. A century of American diplomacy, being a brief review of the foreign relations of the United States 1776-1876. Boston, Houghton, 1902.

The call number is seldom included in printed references, but if it is, it should be placed in the margin to the left of the entry. It is advisable, however, to preserve the call number in the margin of the notes so that references can be easily verified.

The references in any good bibliography should contain the following information: the name of the author, the title of the book, the edition, number of volumes, and the place and date of publication. If the references are to articles in periodicals, the name and date of the periodical as well as the volume and page references should be included. These are the minimum requirements. The name of the publisher, the number and size of the pages of the book, annotations and notes about the references, the call number and, if a rare book, the name of the library where it may be consulted, add greatly to the value of a bibliography. The name of the publisher is usually abbreviated to the first important word in the name and if the bibliography is not intended for publication may be omitted altogether.

The order in which these items are arranged, the form and the style of their punctuation vary greatly. An ideal form is one which gives all the needed information compactly, yet has enough punctuation so that special markings in typewritten manuscript or the use of italics or different faces of type in printed matter are not required to make the meaning clear. Devices which contribute to this end are the employment of Arabic rather than Roman figures for the volume number, the use of a colon to separate the volume from the page number, and the omission of the abbreviations vol. and pp. For example Vol. XLIX, pp. 241-279 is better written as 49:241-279. This form of writing volume and page numbers

is very generally used and whenever a combination of numbers separated by a colon occurs in a reference the number before the colon invariably refers to the volume number and that following the colon to the page number.

## STANDARD FORMS

The following forms are standard and are suggested as models.

## I. For references to books.

Author's surname, given name or initials, title of the book, name of editor or translator, the edition, the number of volumes if more than one, the place of publication, the publisher, and the date of publication; and if the reference is only to a part of the work, the volume and page reference. If the name of the series to which the book belongs is given it should be placed in parentheses at the end of the entry.

The system of punctuation is a comma between surname and given name, a period between name of author and title, a semicolon after the title when followed by editor or edition, or a period in case neither is given, a period after the edition and after number of volumes, commas between the place of publication, the name of the publisher, the date of publication, and the page reference, and a period at the end of the entry.

The form ed. 2 is preferred to 2d ed. Edited and translated may be abbreviated to ed. and tr.

## Examples:

Bryce, James.

American commonwealth; new edition completely revised throughout with additional chapters. New York, Macmillan, 1914, 1:535-44.

Hodge, Frederick Webb.

Handbook of American Indians north of Mexico. 2 vols. Washington, Government Printing Office, 1907. (Bureau of American ethnology. Bull. 30.)

Maclay, Edgar Stanton.

History of the United States navy, 1775-1901; new ed. revised and enlarged. 3 vols. New York, Appleton, 1906-07.

Osgood, Charles Grosvenor.

Concordance to the poems of Edmund Spenser. Washington, Carnegie Institution, 1915. (Publication No. 189.)

Pattison, Mark.

Milton. London, Macmillan, 1911. (English men of letters.)

Rambaud, A. N.

History of Russia from the earliest times to 1877; tr. by L. B. Lang, with additional chapters covering the period from 1877-1904, by G. M. Adam. 2 vols. New York, Burt, 1904.

**II. For references in periodicals and serials.**

Author's surname, given name or initials, title of the article, name of the periodical, volume and page reference and date. The name of the periodical and the date are usually abbreviated. In copying references it is usually sufficient to copy the abbreviations as they appear in the standard periodical indexes, but if an extended bibliography is being prepared it is advisable to give a list of the abbreviations used. Whenever the references are to weeklies the day of the month is given as a part of the date as well as the year. In case a serial has no volume number the date covered by it is used in place of the volume number.

Examples:

Allen, B. Sprague.

The reaction against William Godwin. *Modern Philology*, 16:57-75,  
Sept. 1918.

Humphrey, A. W.

British labor movement and the war. *Pol. Sci. Q.* 32:1-27, March  
1917.

Kline, Allen Marshall.

Attitude of Congress toward the Pacific railway, 1856-1862. *Amer.  
Hist. Assoc. Report*, 1910:189-98.

Pound, Louise.

The ballad and the dance. *Modern Language Association Publications*,  
34:360-400, 1919.

Thompson, Elbert N. S.

English moral plays. *Conn. Acad. of Arts and Sciences. Trans.*  
14:291-414, March 1910.

**III. For references to articles included in books.**

Author's surname, given name or initials, title of the article, followed by *in* (underlined if typewritten, in italics if printed), the surname and given name or initials of the editor or compiler, title of the work, the edition, the place of publication, the publisher, the date of publication and the volume and page reference.

Examples:

Benjamin, Park.

The end of New York, *in Stories by American authors*. New York,  
Scribner, 1884, 5:82-141.

Burdette, Robert Jones.

Rise and fall of the mustache, *in Reed, Thomas B. Modern eloquence*. Philadelphia, Morris, 1901, 4:145-80.

Kobrin, Leon.

Secret of life, *in Goldberg, Isaac, tr. and ed. Six plays of the Yid-  
dish theatre. Second series*. Boston, Luce, 1918, pp. 181-97.

Lincoln, Abraham.

Address delivered at the dedication of the cemetery at Gettysburg, Nov. 19th, 1863, *in* Paul, Herbert. Famous speeches. Boston, Little, 1911, pp. 335-6.

Phillips, J. S. R.

Growth of journalism, *in* Ward, A. W. Cambridge history of English literature. Cambridge, University Press, 1916, 14:167-204.

While the forms noted above are standard, those followed by the University of California Press vary from them in several respects. The University Press issues publications in many different series which cover a wide range of subjects, and the form of the bibliographical reference depends on the series in which it is to appear. The principal variations in the scientific series from the forms noted above are parentheses around the place of publication and name of publisher, the inclusion of the number of pages and plates, the location of the date of publication directly below the name of the author, and the use of bold face type for the volume number followed by a comma instead of a colon. Persons working in scientific fields may prefer to adopt this form.

Examples:

Gilman, M. F.

1909. Nesting notes on the Lucy warbler. *Condor*, 11, 166-168.

Hornaday, W. J.

1913. Our vanishing wild life, its extermination and preservation. (New York, Scribner), xv + 411, many illus.

McClendon, J. F.

1909. Protozoan studies. *J. Exp. Zool.*, 6, 265-285, pls. 1, 2.

Morecom, G. F.

1887. Notes on the birds of Southern California and Southwestern Arizona. *The Ridgeway Ornithological Club Bull.*, 2, 36-57.

Newton, A.

1899. A dictionary of birds. (London, Black), xii + 1088, many figs. in text.

Stephens, J. W. W., and Christophers, S. R.

1903. The practical study of malaria and other blood parasites. (London, Longmans), pp. 1-378, 2 pls., 93 figs. in text.

The differences in form for the other series of Press publications vary in so many minor details that it is not practicable to mention them here.

For the sake of uniformity and to avoid having to go back later and look up data omitted, it is well to adopt one style of citation and follow it consistently, even when copying notations for the first time.

## ARRANGEMENT OF REFERENCES

The arrangement of references is determined by the nature of the bibliography. The usual arrangement is alphabetical, and if any other order is employed the entries should be indexed. If the bibliography is not long it may be desirable to arrange the references in the order of their importance; or all references to periodicals may be segregated into a separate list and arranged either under the name of the author of the article, or under the name of the periodical. An arrangement frequently used in subject bibliography is an alphabetical grouping of references under each subdivision of the topic. In an author bibliography a chronological arrangement is often preferred, of which the following outline is an example.

1. First editions and separate works.
2. Contributions to books.
3. Contributions to periodicals in prose.
4. Contributions to periodicals in verse.
5. Selections from works.
6. Complete volumes of biography and criticism.
7. Criticism in books.
8. Criticism in magazines, newspapers, etc.
9. Index.

If an elaborate outline is not needed some of these subdivisions may be combined, or a combination of the chronological and the alphabetical order may be employed by arranging the writings in chronological order and the criticisms and works about the author in alphabetical order.

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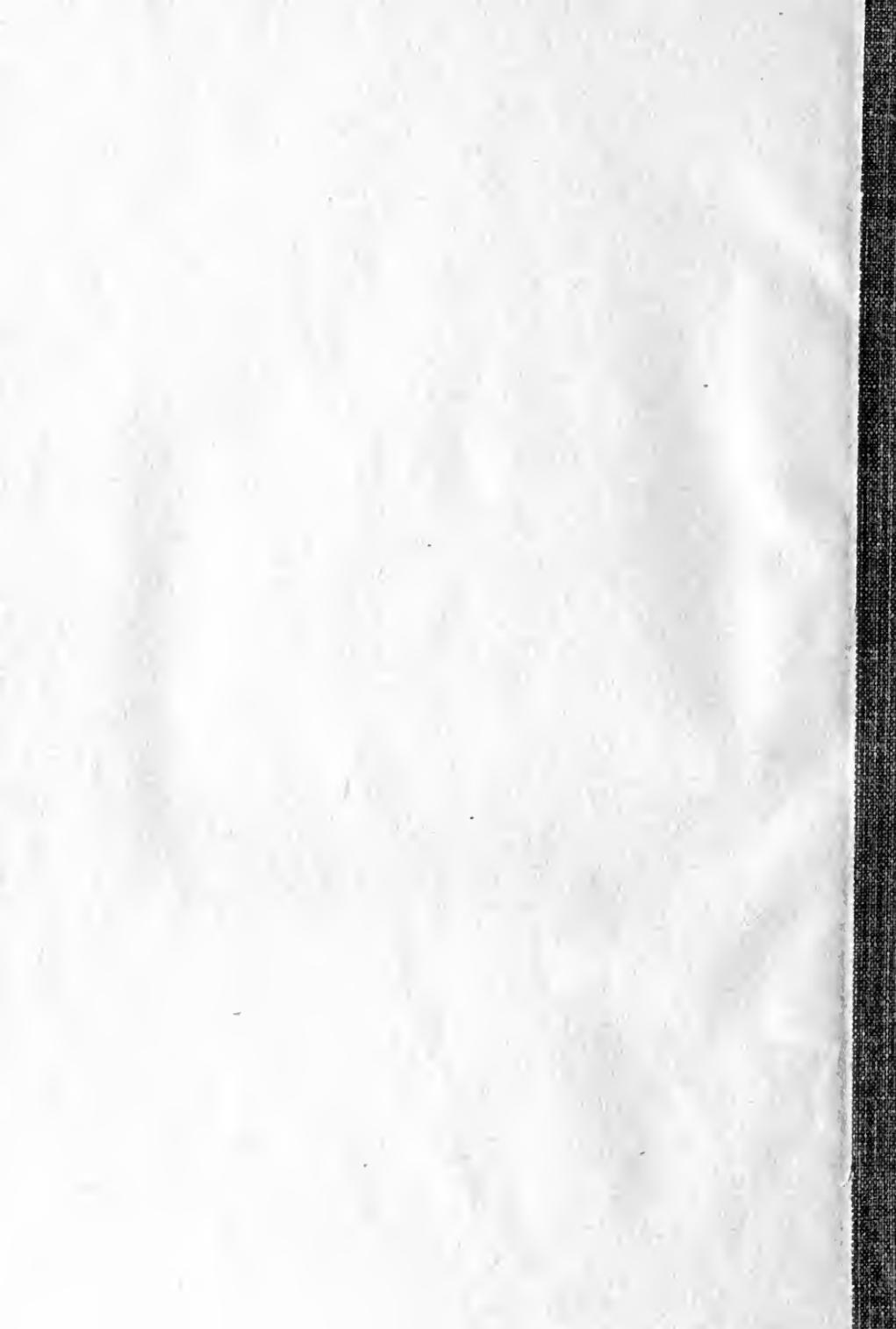
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## INDEX

Abbreviations used in periodical indexes, 14, 32.  
 Added entries, 15, 17.  
 Analytics, 20.  
*Annual magazine subject index*, 12.  
 Archives, 27.  
 Atlases, 10.  
 Author bibliography, 28.  
 Author entry, how to distinguish, 23.  
 Bibliography, 27; kinds of, 28; compilation of, 29; references in, arrangement, 30, 34; standard forms for, 31; value of, 29.  
 Biographical dictionaries, 8, 10.  
*Book review digest*, 13.  
 Book reviews, 11.  
 Brackets, use of, 15.  
 Call numbers, 26.  
 Call slips, 27.  
 Catalogue, Main, 14; Classed, 25; Dictionary, 14; entries, 15; alphabetizing of, 21, 23; arrangement of cards, 21, 23.  
 Citations in bibliographical references, forms for, 31, 33.  
 Classed catalogue, 25.  
 Classification, Library of Congress, 24; Rowell, 25.  
 Collation, 15.  
 Colon between volume and page number, 30.  
 Comma, use of, 19, 24.  
 Copyright date, 6.  
 Dash, use of, 16, 19, 23.  
 Dictionaries, 9; biographical, 8, 10.  
 Dictionary catalogue, 14.  
*Dramatic index*, 13.  
 Encyclopedias, 9.  
 English I, 5.  
 Entries in catalogue, 15.  
 General bibliography, 28.  
 Governments as authors, 18.  
 Heading, 15, 17, 23; subheading, 23; inverted, 24.  
 Home use slip, 27.  
 Imprint, 15.  
 Incunabula, 27.  
 Indexes, periodical, how to use, 13.  
 Indexes to periodicals, 9, 11.  
 Institutions as authors, 18.  
*International index to periodicals*, 12.  
 Inverted heading, 24.  
 Library of Congress classification, 24.  
 Library use slip, 27.  
 Literary handbooks, 9.  
 Main card, 15.  
 Main entry, 15.  
 Maps, 10.  
 Newspapers, entries for, 19.  
 Non-circulating books, 26.  
 Overnight use of books, 6.  
 Parentheses, 24, 31, 33.  
 Period, use of, 23.  
 Periodical annex, 10, 26.  
 Periodical indexes, 9, 11, 13.  
 Periodical room, 10.  
 Periodicals, 10, 19; home use of, 11; entries for, 19, 20.  
 Poetry, index to, 9.  
*Poole's index*, 11.  
 Printed cards, 15.  
 Punctuation, in headings, 23; in references, 31.  
 Quotations, books of, 9.  
 Reading list, 29.  
 Reading room, 6; location of books in, 7.  
*Readers' guide*, 12.  
 Reclassification, 24, 27.  
 Reference books, 8; use of, 6.  
 Reference department, 10.  
 References in bibliography, items composing, 30.  
 Registration cards, use of, 6, 27.  
 Reserved book catalogue, 5.  
 Reserved book room, 5.  
 Reserved books, 5, 6.  
 Rowell classification, 25.  
 Serials, 19.  
 Societies as authors, 18.  
 Standard forms for bibliographical references, 31.  
 Subheadings, 23.  
 Subject bibliography, 28.  
 Subject catalogue, 25.  
 Subject entry, 17.  
*Subject index to periodicals*, 12, 13.  
 Subject indexes, 13.  
 Title, 15.  
 Title cards, 17.  
 Trade bibliography, 28.  
 Translations, how indicated, 26.  
 Umlaut vowels, alphabetizing of, 22.  
 Union depository catalogue, 29.





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